

**MINUTES OF WOTTON-UNDER-EDGE TOWN COUNCIL MEETING,
MONDAY 15th OCTOBER 2018 AT 7.30PM IN THE CIVIC CENTRE**



Present: Cllrs P Smith (Chairman), R Claydon, N Pinnegar, M Short, June Cordwell, John Cordwell, T Luker, P Barton, A Wilkinson, L Farmer

In attendance: Clerk Ms S Bailey, District Cllr K Tucker, & 9 members of public

T.5630 Apologies for Absence – Cllrs J Turner & R Hale; accepted.

T.5631 Declarations of Interest or Dispensations – Cllr John Cordwell reminded Council of Dispensation granted relating to County Council matters, likewise Cllr June Cordwell as spouse, and also personal interest (for both) if discussing SW Councils as training option. Cllr A Wilkinson personal interest – Screwfix. Cllr N Pinnegar personal interest - RBL.

T.5632 To receive Police Report – no report still, however the local Inspector was encouraging when contacted, that we may receive something shortly.

T.5633 Public Forum

Mr M Tucker, Chamber of Trade president, asked if Wotton Town Council is going to issue a statement to clarify its position regarding County Cllr John Cordwell's car parking article in the Wotton Times, and asked if the County Cllr would redact his article. Wotton Town Council has issued a statement clarifying the position of the Town Council, which will hopefully be printed as soon as possible. County Cllr John Cordwell replied that the preamble about the town council making a decision was put in by the Wotton Times and not by him; the rest of it, as far as he was concerned, was absolutely accurate.

Mrs J Walshe spoke of the negative comments given by visitors to the Heritage Centre concerning the Town Council and the Council's perceived lack of involvement and presumed disinterest in supporting the town centre; effort & improvement is requested.

Mr G Kitchen asked questions relating to a Monitoring Officer (MO) report & letter of September, which investigated Code of Conduct complaints, and the status of the Wotton Youth Partnership (WYP). In response, the Town Council continues to work with the MO on a new Code of Conduct, which is being finalised for adoption next month, after which, training will be provided to all councillors. The WYP is a separate entity and will not become part of the Town Council. Cllr June Cordwell (as Chair of WYP in a personal capacity) read a statement outlining the history of the WYP and how it was instrumental in establishing the new youth centre in its current location and has raised over £100k in grants. Mr G Kitchen also asked about funding of election costs for candidates from political parties – he was advised to contact SDC elections dept. which records such details.

T.5634 To receive reports from County Councillor and District Councillor

County – County Cllr John Cordwell provided a written report which was noted.

District – A District report was circulated in advance. District Cllr K Tucker was asked about the site visit to the Garages at Mt Pleasant planning application, and requested to advise Town Council of all applications which are referred to SDC Development Control Committee due to a change in planning policy at SDC (they told no parishes of this change). The new chief executive at SDC will commence next month and plans to visit Wotton in January, along with the new finance officer. Frustration is still expressed at

the ugly refuse buildings at Bearlands – a process costing SDC over £60,000 in such times of austerity. Cllr Tucker's report into this fiasco is awaited.

T.5635 Neighbourhood Warden – Andy Beamish introduced himself as the new Warden and explained his operations in this area, forming a district wide team of 5. He works closely with the police and fire services although, Careline duties take up one day per week. He will be in Wotton's One Stop Shop fortnightly. All details on SDC website.

T.5636 To approve the Minutes of the council meeting of September 2018. After discussions concerning item T5628 and its accuracy (refer to T.5633 above), it was proposed by Cllr M Short and seconded by Cllr R Claydon to approve the Minutes as presented, agreed 5 in favour, 4 against, 1 abstention.

T.5637 Chairman's Announcements – Cllr P Smith reminded town councillors of the Remembrance Parade on Sunday 11th November commemorating 100 years since the end of WW1, and requested presence at the Chipping at 10.15am. SW Councils provide conflict resolution training and an evening's course has been identified by the Clerk, in response to recommendations by the SDC Monitoring Officer. All are asked to respond positively to emails shortly, regarding dates and availability.

T.5638 Accounts

- a) To confirm Cllrs P Smith and J Turner attendance at the following courses:
 - (i) Budget Planning and Precept Setting on 5/10/18, cost £40 each;
 - (ii) VAT for Town & Parish Councils on 9/10/18, Cost £75 each.Proposed by Cllr T Luker seconded Cllr L Farmer, agreed by all to approve.
- b) To approve Clerk and Deputy Clerk training for Emergency First Aid at work, cost £70 each. Proposed by Cllr N Pinnegar seconded Cllr L Farmer, agreed by all
- c) To approve renewal of annual maintenance contract for Civic Centre lift costing £450 plus VAT; and Town Hall lift costing £300 plus VAT (3 months' notice required to cancel). Proposed by Cllr P Barton seconded Cllr R Claydon, all agreed.
- d) Budget 2018/19. Report of expenditure against budget was noted as healthy.
- e) To approve the accounts for payment. After the addition of a late invoice for cemetery investigations, it was proposed by Cllr John Cordwell seconded Cllr R Claydon, agreed by all, to approve net payments of £14,212 for Town Council and £1,389 for Town Trust.

T.5639 GDPR – To approve 11 documents to comply with new regulations and note that other measures such as email disclaimer and agreement contracts etc will be modified. Also an ICT policy needs to be considered along with works needed to the office IT set up. Much work has been carried out by the Special Purposes Committee in formulating this documentation and special thanks given to Cllr R Claydon for significant detailed analysis. It was proposed by Cllr M Short and seconded by Cllr R Claydon that all 11 policies and forms are adopted as presented, agreed by all.

T.5640 The Chipping - To consider map for white-lining car park spaces above Chipping Green to prevent blocking of access to 6 The Chipping. After discussion of parking arrangements in the Green area and adjacent Chipping car park, it was requested that Cllr P Smith adds two motorbike spaces onto the scale plan, in order that the office then obtains quotes for lining in advance of the budget meeting. Plan to be resubmitted to November agenda with costings. Also it is requested that residents of no.4 are consulted when plans are finalised.

T.5641 WCSF Representative – To confirm Cllr M Short as the representative to WCSF; proposed by Cllr L Farmer, seconded by Cllr N Pinnegar and agreed by all.

T.5642 SDC Community Governance Review – To note phase 1 consultation on parish boundaries, electoral arrangements etc, and consider Council response by 26/11/2018. After discussions relating to warding and boundaries, it was requested that the Clerk responds stating that the single small ward in south Wotton introduced recently to satisfy district ward numbers is totally impractical, unworkable and should be removed. Furthermore, Wotton Parish does not wish to merge with any neighbouring parish and is satisfied with the number of 13 town councillors.

T.5643 Traffic Regulation Orders – It is noted that the TROs requested by this Council have been approved with November installation likely by Glos CC.

T.5644 Knapp Field – To note that the current tenants are vacating the field on 30/11/18; and to consider options for the future of the field. In order for Councillors to acquaint themselves with the problems of, and possibilities for, this field, a site visit will be arranged shortly. Boundary work is likely to be needed and costs involved.

T.5645 Old Town Toilets – to consider Council feedback after Healthmatic presentation and cost options. Also to consider next steps for this project. Possibilities for rebuilding this facility are likely to cost near £100,000. Differences of opinion were expressed as to whether this public facility should remain open, or whether it would provide value for money if rebuilt. Visitors average about 20 daily, and running costs (even after rebuild) would be about £6000 p.a. Due to councillor concerns about high demand for funds at budget time, it is considered prudent to hold an extra 'pre' budget meeting after the October planning committee, in order that overall Council funding demands are prioritised, and future projects and associated costs can be accurately identified. The issue of Old Town toilets will then be back on November council agenda, although SDC market towns initiative funding is vital if this project is to go ahead, and SDC has apparently delayed decision on this grant's availability until December.

T.5646 Tree on Raised Pavement, Old Town – To note planned removal of grey alder and to consider request from GCC Highways for views on possible replacement. After discussion of the need for a root management system, and replacement of the impoverished soil/removal of previous roots, it was proposed by Cllr M Short and seconded by Cllr P Barton and agreed 9 in favour 1 against, that a Rowan (*Sorbus aucuparia*) is suggested, or *Crataegus Paul's Scarlet* as a second choice.

T.5647 CIL Payment – To note Wotton-under-Edge CIL payment due up to end of September 2018 of £70.11 and to decide whether to receive this immediately or to leave within ring-fenced account at SDC. Due to size, this small amount will be left with SDC until more funds are available for any capital spending initiative.

T.5648 Good Deeds Section: Thanks to Volunteers – to acknowledge recent volunteer work for the benefit of the town/community. No suggestions currently.

T.5649 Clerk's Report written report provided and noted. The Clerk also asked for additional views on street naming request from SDC for land development adjacent to Fountain Crescent. Increasing Fountain Crescent numbers is not possible. It is therefore suggested that Earl Grey Close is preferred after the nearby, previous public house.

T.5650 Correspondence to note or request action:

- a) Noted introductory email from SDC new Head of Finance, Andrew Cummings.
- b) Noted email from District Cllr Braun requesting Council views on installing solar lighting on the OK path. To be discussed at pre budget meeting.
- c) Noted emailed letter of complaint that the Town Council did not submit a formal response to the SDC Local Plan Review. Responses were actually submitted to SDC but not included in their summary document. A further consultation starts in Autumn.
- d) Noted email complaint about grass-cutting & maintenance on Marchesi Walk; complaint about Council employee; suggestion that Wotton in Bloom take over the management of the area; and suggestion to re-route the Cotswold Way. Council is happy that Clerk responds as suggested and circulated in advance.
- e) Noted communication from the Secretary of W-U-E Royal British Legion regarding the manning of road closure barriers and possible police difficulties; insurance liability for the Remembrance Parade; and status of RBL role in organising the event. Clerk to respond asking for a meeting if RBL no longer wish to organise the event in future.
- f) Noted invitation to buffet lunch on 23/10/18 to celebrate 3 years of Dementia Connections and the launch of a 3rd venue for the Memory Group.

Brochures/Newsletters for information only: none

T.5651 Reports from Councillors & meetings attended

PROW – not met

SPECIAL PURPOSES – met; GDPR documents prepared for council adoption.

ALLOTMENTS – postponed.

WOTTON YOUTH PARTNERSHIP – The Door, Synwell Playing Fields and the Neighbourhood Warden were new attendees. Bearlands new play area noise is affecting nearby residents. Ideas are requested for Pitman Place play area usage. The Scout facilities are hugely improved at Conygres with parking still to be completed. The dramatic society are involving youths in productions. A question was asked about where the mental health grant of £8000 was spent by YCS. £2650 is now remaining and WYP is liaising with SDC on where the funds actually went.

TOWN REGENERATION – not met

WCSF – no report.

HERITAGE CENTRE – adlib database additions proceed smoothly although funding is being sought to improve the technology for this digitisation process.

WOTTON POOL – no report

RECREATIONAL TRUST – no bowls club presence (so unfortunately locked out!). The GDPR documents were agreed. Three potential funding applications will arrive shortly although grant pot is now almost depleted.

WOTTON AS ARTS & CRAFT TOWN – an interesting meeting at the Chipping Hall with excellent ideas on marketing Wotton as such a destination –however an enthusiastic leader to drive this project is needed.

SDC Monitoring Officer - a final Code of Conduct is being produced this week for adoption in November by Council following many discussions, amendments & meetings.

T.5652 Town Affairs

Cllr A Wilkinson - shops in the town are looking vibrant with many new stores opening (another hairdresser, a new deli, a solicitor, new antique shop) following other recent openings over past 12 months. Just one vacant shop - the Old Bakery.

Cllr A Wilkinson left the meeting at 9:40pm

It was proposed by Cllr John Cordwell, seconded by Cllr L Farmer and agreed by all to enter closed session due to sensitive nature of discussing and awarding council contracts.

T.5653

To consider and approve quotes for works to Knapp Road allotments. Quotes were obtained from two contractors for various works to the steep bank, path widening, hedges, strimming of plots, etc. It was proposed by Cllr L Farmer and seconded by Cllr M Short and agreed by all that all the works are carried out by the relevant contractors as suggested (Rays Gardens Services and D Howse) with the exception of the last item referring to railway sleeper quotes for bank retention. Further quotes are needed when bank has been strimmed to enable more accurate quotations.

T.5654

- (i) To receive Council's 5 year independent arboricultural survey. The extensive report was noted. It is strongly recommended that the next report commissioned should be in digital format for better reliability, ease of use and annotation.
- (ii) To consider and approve quotes for tree works as specified in above report; and to agree budget funding source. Three quotes were obtained for all work and compared in table format, and presented to councillors in advance. After much discussion of the various works and contractors, it was proposed by Cllr L Farmer and seconded by Cllr R Claydon to split works between Tree Management, The Tree Fella and Treecreeper as agreed and annotated in the table, all in favour. Clerk to use funding budgets where available, and advise Council afterwards of budget status.

It was proposed by Cllr T Luker, seconded by Cllr John Cordwell and agreed by all to exit closed session.

This completed the business of the Town Council at 9.55pm

Signed:Dated: